



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 4]

भोपाल, शुक्रवार, दिनांक 27 जनवरी 2012—माघ 7, शक 1933

## भाग ४

विषय-सूची

- |     |                        |                               |                                  |
|-----|------------------------|-------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) | (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अन्तिम नियम

उच्च शिक्षा विभाग  
मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 24th January 2012

No.-R-440-cc-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first Statute of the Aisect University Village Mendua, Bhopal-Chiklod Road, Tehsil Goharganj, District Raisen (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The first Statute of the University shall come into force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

## STATUTE NUMBER 01

### SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "**Statutes**" means the **Statutes of AISECT University**.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 (No. 17 of 2007) If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules will prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended Statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

## STATUTE NUMBER 02

### DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam 2007.
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meanings respectively assigned to them in the Act and the Rules.
- (3) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinances.
- (4) "Board of Studies" Means the Board of Studies of the University departments/faculties.
- (5) "Convocation" means the convocation of the University.
- (6) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working on the payroll of the University.

- (9) "Executive Committee" means the Executive Committee of the Sponsoring Body.
- (10) "Faculty" means Faculty of the university with a number of departments grouped together; some faculties could be single department faculty also.
- (11) "Regular Education" means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes or otherwise delivering instruction, teaching learning and related activities online from the campus of the University.
- (12) "Regulation" means regulations of the University.
- (13) "Rules" means the Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Rules 2007.
- (14) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (15) "Seal" means the common seal of the University.
- (16) "Subject" means the basic unit(s) of instruction, teaching, training, research etc. by whatever name it may be called, as prescribed under the scheme and curriculum.
- (17) The terms "he", "him" and "his" include the feminine gender also.

## **STATUTE NUMBER 03**

### **SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. Changes (if any) in the above, shall be communicated to the Regulatory Commission for information and records.

## **STATUTE NUMBER 04**

### **OBJECTS OF THE UNIVERSITY**

Apart from the objectives of the University described in Section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other Universities, Research Institutions, Government and Non-Government Organisations towards fulfillment of the University objectives.
- (2) To peruse any other objectives as may be approved by the state Government

based on the recommendations of the Regulatory Commission or by the University from time to time.

## **STATUTE NUMBER 05**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the prior approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalise the name of the Chancellor. The Secretary or the Chairman of the sponsoring body shall send the name, alongwith a copy of the biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, the Chancellor shall be appointed by the sponsoring body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.
- (3) In case of an emergency like illness, absence or death of the Chancellor the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- (4) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (5) The Chancellor shall exercise general control over the affairs of the University.
- (6) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
- (7) In a special meeting called for the purpose, the Executive Committee of the sponsoring body may consider a "No Confidence Motion" against the Chancellor and, if passed by two thirds majority, can recommend to the Visitor for the removal of the Chancellor. After approval of the Visitor, the Sponsoring Body shall remove the Chancellor and propose a new name to the Visitor as per clause (1) of this statute.
- (8) The Chancellor may by writing under his hand addressed to the Sponsoring Body Chairman, resign his office. The Sponsoring Body after due consideration shall forward his resignation through its secretary or chairman to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause (1) of this statute.

## **STATUTE NUMBER 06**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR**

- (1) The Vice-Chancellor shall be appointed by the Chancellor from the panel

recommended by the selection committee constituted for the purpose.

- (2) The selection committee referred to in clause(1) above shall consist of the following members, namely :

- (i) Two eminent academicians nominated by the Sponsoring Body; and
- (ii) One eminent person nominated by the state Government.

- (3) The Chancellor shall appoint one of the members of the selection committee as chairman.

- (4) The selection committee shall submit a panel of at least three eminent academicians for the appointment of Vice-Chancellor :

Provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.

- (5) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the private university.

- (6) The Vice-Chancellor shall, subject to the provision contained in clause(1) above, hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act.

Provided that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body atleast three months before the expiry of his term, and if approved by the Governing Body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval the Vice Chancellor will be reappointed by the Chancellor for another term. The age limit for the Vice-Chancellor shall be 70 years as per UGC norms.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice Chancellor, the Chancellor shall assign the duties of the Vice Chancellor to a senior Professor of the University. However this period of interim arrangement shall not exceed more than six months.

- (7) Apart from exercising all such powers as described in Section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
- (8) The Vice Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
- (9) The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University.
- (10) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

## **STATUTE NUMBER 07**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

- (1) The registrar will be a key officer of the University. All contracts shall be signed and

all documents and records shall be authenticated by the Registrar on behalf of the University.

- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause of the 18(1) Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of :
  - (i) Vice Chancellor - (Chairman)
  - (ii) Nominee of the Chancellor
  - (iii) One expert member approved by the Governing Body
  - (iv) One observer, nominated by the chairman Regulatory Commission.
- (4) Selection of Registrar:
 

The University will follow the following procedure for the selection of the Registrar:

  - (i) The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation.
  - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
  - (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
  - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - (v) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (5) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason ,unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

Provided that before taking such action of the removal, the Registrar shall be given

an opportunity of being heard before the chancellor

- (7) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of Registrar shall be sixty five years.
- (9) Duties of the Registrar shall include :
  - (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
  - (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member-secretary but he shall not have a right to vote.
  - (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time. He will render desired assistance.
  - (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
  - (v) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.
  - (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice Chancellor.
  - (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
10. The Registrar may by writing under his hand addressed to the Chancellor, resign his office.

## **STATUTE NUMBER 08**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the

recommendation of the Sponsoring Body.

- (4) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
- (6) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice, provided that before taking such action of removal, the CFAO shall be given an opportunity of being heard by the chancellor.
- (7) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of CFAO shall be sixty five years.
- (9) Duties of the CFAO shall include:
  - (i) The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - (ii) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - (iii) Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - (iv) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.

## **STATUTE NUMBER 09**

### **GOVERNING BODY**

- (1) Formation and functioning of the Governing Body shall be as laid down under section 22 of the Act.
- (2) The term of the nominated members of the Governing Body will be of three years.
- (3) The Governing Body shall meet at least three times in a calendar year.
- (4) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following powers and duties:



- (i) To make, review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
- (ii) To make recommendations on any matter referred to it by the Chancellor.
- (iii) To make recommendation to the Executive Committee of the Sponsoring Body for the creation of new posts of officers of the University
- (iv) Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.

## **STATUTE NUMBER 10**

### **BOARD OF MANAGEMENT**

- (1) Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management will be of three years.
- (3) The Board of Management shall meet once in every two months.
- (4) Powers and Functions of the Board of Management shall be :
  - (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
  - (ii) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
  - (iii) To follow the Budget for Expenditure as approved by the Governing body.
  - (iv) To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management / Statutes of the University.
  - (v) To recommend to Governing Body for creating the post of other officers of the university.
  - (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.

## **STATUTE NUMBER 11**

### **FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

- (1) The Academic Council shall consist of the following members :

- (i) Vice Chancellor.(Chairman)
  - (ii) All the Heads of the Departments.
  - (iii) All the Professors of the University Teaching Departments.
  - (iv) Two Professors from State/Central Govt. Universities nominated by the chairman, Regulatory Commission.
  - (v) Five representatives from amongst the Scientist/ Educationists/ Technologists/ Industries nominated by the Chancellor.
- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, any other person nominated by the Chancellor shall preside over the meeting.
  - (3) The Registrar, shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice Chancellor shall act as the Secretary.
  - (4) One half of the members the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
  - (5) The term of the nominated members of the Academic Council will be three years.
  - (6) Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely,
    - (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
    - (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
    - (iii) To promote research and related activities in the University.
    - (iv) To make recommendations to the GB on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
    - (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
    - (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the BOM or the GB, and to take appropriate

action thereon.

- (vii) To make proposals to the GB for allocating departments to the faculties.
- (viii) To make proposal to the GB for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
- (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (x) To formulate, modify or revise schemes for the organisation and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (xi) To recognise diplomas and degree of other Universities and institutions and to determine their equivalence.
- (xii) To make special arrangements, if any ,for the teaching of women students and for prescribing for them special courses of study.
- (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.
- (xiv) To approve the syllabus of the different courses/subjects submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
- (xv) To award stipends, scholarship, medals and prizes, and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
- (xvi) To publish syllabi of various courses of study, lists of prescribed or recommended text books for different subjects.
- (xvii) To appoint committee for admission of students in different faculties of the University.
- (7) To recommend to the GB the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as it may deem fit, to the Chairman of the Academic Council.
- (9) To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body, as the case may be.
- (10) The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time.

## **STATUTE NUMBER 12**

### **FINANCE COMMITTEE**

- (1) The Finance Committee shall consist of the following persons, namely :-

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | The Chancellor or his nominee                                      | : | Chairman         |
| (ii)  | The Vice-Chancellor  | : | Member           |
| (iii) | The Registrar  | : | Member           |
| (iv)  | Chief Finance and Accounts Officer                                 | : | Member Secretary |
| (v)   | One member of the Governing Body to be nominated by the Chancellor | : | Member           |
| (vi)  | One person to be nominated by the Sponsoring Body                  | : | Member           |
- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
  - (3) The finance committee shall meet atleast twice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members atleast fifteen days in advance of the meeting.
  - (4) Four members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
  - (5) Functions and powers of the Finance Committee shall be as follows:
    - (i) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the BOM and shall put up to the Governing Body for its consideration and approval.
    - (ii) The Finance Committee shall consider the annual accounts of the University prepared by the BOM and its recommendation thereon along with the annul budget, and shall put it up to the Governing Body for its consideration and approval.
    - (iii) The Finance Committee may make its recommendations to the Governing Body to accept bequests, and donations of property to the University on such terms as it deems proper.
    - (iv) The Finance Committee may recommend mechanisms and ways and means to generate resources for the University.
    - (v) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
    - (vi) The Finance Committee shall advise the Governing Body on any question affecting its finances.
    - (vii) The Finance Committee shall be responsible for the observance of

Regulations relating to the maintenance of accounts of the income and expenditure of the University.

## **STATUTE NUMBER 13**

### **STANDING COMMITTEE**

- (1) Standing Committee of the University shall be constituted as under :
  - (i) Vice Chancellor (Chairperson)
  - (ii) Registrar
  - (iii) CFAO
  - (iv) Deans of all faculties of the University.
  - (v) Three senior Heads of Departments of the University by rotation (their term being three years).

The Vice Chancellor can invite additional members to the standing committee as and when required.

- (2) The Registrar shall act as Secretary of the Standing Committee.
- (3) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one hour notice.

## **STATUTE NUMBER 14**

### **EXAMINATION AND RESULT COMMITTEE**

- (1) The Examination and Result Committee of each department shall consist of the following members :
  - (i) Dean of the faculty      Chairman.
  - (ii) Head of the Department
  - (iii) Two senior most teachers of the Department (other than the head of the department).
- (2) The Examination and Result Committee of the Department shall recommend to the Vice-Chancellor through Controller of Examination, the names of Examination Paper Setters, Moderator and Examiner of different subjects. The Vice-Chancellor

will have the right to add or delete names in the proposed list and he would approve the final list.

- (3) The Examination and Result Committee of the concerned department shall approve the results before declaration. If in the opinion of the committee, the results are not properly balanced, it may recommend suitable corrective action to the Vice Chancellor and shall implement such corrective action after approval of the Vice-Chancellor.

## **STATUTE NUMBER 15**

### **FACULTIES**

- (1) The University shall include the following faculties:
- (i) Faculty of Science.
  - (ii) Faculty of Education
  - (iii) Faculty of Commerce
  - (iv) Faculty of Management
  - (v) Faculty of Engineering and Technology
  - (vi) Faculty of Computer Science and Applications
  - (vii) Faculty of Media Studies
  - (viii) Faculty of Fine Arts.
  - (ix) Faculty of Social Sciences
  - (x) Faculty of Humanities and Languages
  - (xi) Faculty of Agriculture
  - (xii) Faculty of Law
  - (xiii) Faculty of Performing Arts
  - (xiv) Faculty of Medical Sciences

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

## **STATUTE NUMBER 16**

### **DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation

according to seniority, act as the Dean of the Faculty for a period of three years,

Provided that:

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the BOM or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

## **STATUTE NUMBER 17**

### **CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

## **STATUTE NUMBER 18**

### **POWER OF THE FACULTIES**

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work

as may appear to them necessary or on any matter referred to them by the Academic Council.

## **STATUTE NUMBER 19**

### **BOARD OF STUDIES**

- (1) There shall be a Board of Studies for each department comprising of :
  - (i) All the teachers of the concerned department.
  - (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia /Industries.
- (2) The Head of the Department or Senior most faculty member shall be the Chairman of the Board of Studies.
- (3) The term of the Co-opted members of the board of studies shall be three years.
- (4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of Studies meeting shall be arranged at least once in a year.

## **STATUTE NUMBER 20**

### **STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of students participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.



## STATUTE NUMBER 21

### APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other Regulatory Body.
- (4) An Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor : Chairman
  - (ii) One observer, not connected with the University in any manner, to be nominated by the chairman, Regulatory Commission.
  - (iii) Three subject experts nominated by the Vice Chancellor from a panel of experts approved by the Governing Body.
  - (iv) One observer nominated by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.
- (8) After the approval of appointments, as recommended by the Selection Committee, by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Chancellor may also

decide to engage for a fixed period, part-time, contractual and / or assignment based positions, either through direct recruitment or out-sourcing. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the University, from time to time.

## **STATUTE NUMBER 22**

### **CATAGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

## **STATUTE NUMBER 23**

### **OTHER OFFICERS OF THE UNIVERSITY**

- (1) The following shall be the other Officers of the University :
  - (i) Controller of Examination :
    - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
    - (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
    - (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

## (ii) Librarian :

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

## (iii) Dean Student Welfare (DSW) :

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- (2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

## STATUTE NUMBER 24

### CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.
- (ii) On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice Chancellor shall scrutinise the ballot papers in respect of the proposal with the help of tellers if necessary.

- (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried . In the absence of the requisite support the proposal shall be declared to be dropped.

## **STATUTE NUMBER 25**

### **PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) All the Courses in the University will be run on self finance mode. The following types of fees may be charged from the students :
- (i) Prospectus / Registration form
  - (ii) Admission fees (where applicable)
  - (iii) Tuition fees for the course
  - (iv) Examination fees
  - (v) Library fees
  - (vi) Development / amalgamated fund
  - (vii) Laboratory fees
  - (viii) Caution money
- The University can introduce other heads of fees from time to time.
- (2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (4) The fees for the courses which need approval of the regulatory bodies like AICTE/NCTE/MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- (5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
- (6) The tuition fees for the various courses will be defined in their respective Ordinances.

## **STATUTE NUMBER 26**

### **ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilised shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalised Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

## **STATUTE NUMBER 27**

### **CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

## **STATUTE NUMBER 28**

### **ADMISSION OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National / Professional Bodies.

## **STAUTE NUMBER 29**

### **ANNUAL REPORT**

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

## **STATUTE NUMBER 30**

### **RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

## **STATUTE NUMBER 31**

### **ACTION AGAINST TEACHERS**

- (1) Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

## STATUTE NUMBER 32

### ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.

- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.